



TOWN OF SMITHFIELD

"The Ham Capital of the World"

September 6, 2019

Request For Proposals Professional Planning Services - Comprehensive Plan Update

The Town of Smithfield, Virginia (Town) intends to enter into a contract with a qualified professional planning firm to update the Town's Comprehensive Plan. In this regard, the Town will accept sealed proposals for such services until **5:00 PM, Friday, October 4, 2019**. The Town shall not accept any proposals after this date/time for any reason. You must submit your proposal in a sealed envelope clearly marked on the outside *"Proposal for Professional Planning Services - Comprehensive Plan Update."*

If you hand deliver your proposal, then please use the following street address:

Brian S. Thrower
Town Manager's Office
911 S. Church Street
Smithfield, VA 23430

If you mail your proposal, then please use the following address:

Brian S. Thrower
Town Manager
Post Office Box 246
Smithfield, VA 23431

You must complete the following information and return this page with your proposal:

Name and Address of Proposer:

Date: _____

(signature)

By: _____

Printed Name: _____

Telephone #: _____

Title: _____

Potential proposers may ask questions about this RFP by writing to the above address or by contacting John Settle, Director of Community Development and Planning, at (757) 365-4200 or jsettle@smithfieldva.gov.

The Town reserves the right to reject any and or all proposals if the Town deems it in its best interest.

TOWN MANAGER'S OFFICE

911 South Church Street • P.O. Box 246 • Smithfield, VA 23431 • (757) 365-4200 Fax (757) 365-9508
www.smithfieldva.gov • Local Cable Channel 189

Town of Smithfield, Virginia
Request for Proposals
Professional Planning Services - Comprehensive Plan Update
September 6, 2019

Section 1. Introduction

The Town of Smithfield, Virginia (Town) intends to enter into a contract with a qualified professional planning firm to update the Town's Comprehensive Plan. With this RFP, the Town invites such firms to submit to the Town written proposals for these services.

Section 2. Scope of Services

The scope of services under this contract includes, but is not limited to, the following tasks:

- 1) Update the Town's Comprehensive Plan, including maps, per State Code requirements. Services shall also include public input sessions/surveys and presentations to the Planning Commission and Town Council.

Section 3. Proposal Requirements

You must address the following items in your written proposal:

1. The proposal shall include all information necessary for the Town to evaluate the suitability of the proposing firm to provide the services described herein.
2. You must include the following organizational information:
 - Name of company (or other business entity) submitting proposal
 - Type of business entity (i.e. corporation or partnership)
 - Place of incorporation
 - Date of incorporation
 - Name, location and telephone number of the firm's representative to contact regarding all matters pertaining to the proposal
 - If the proposer intends to subcontract any of the work set forth in this RFP, then the proposer shall include the subcontractor's name, address, telephone number and the function that the subcontractor shall perform
3. The proposal shall demonstrate the experience, resources, and capabilities of the proposer to perform these services. In this regard, the proposal should contain a concise summary of the firm's qualifications, organizational structure, past experiences, and names, addresses and telephone numbers of references.
4. The proposal shall include a detailed description of the education, experience, current certifications, and the availability of the key personnel that the firm or proposer intends to assign to work with the Town.
5. The proposal shall include a schedule for updating the Comprehensive Plan, including, but not limited to, public input sessions, public hearing dates, presentations to the Planning Commission and Council, and plan adoption.

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6. The proposal shall include a cost estimate of the total fees for the work to be completed, including the hourly rate structure for each individual of the firm to be assigned to the project by name and position/title, as well as other direct costs not included in hourly rates.

Section 4. Instruction for the Submission of Proposals

1. Deadline for Submission of Proposals

All respondents to this RFP must submit their proposals in a sealed envelope to the Town Manager's Office by 5:00 PM, Friday, October 4, 2019. The Town will not consider any proposal that arrives in the Town Manager's Office after 5:00 PM, on Friday, October 4, 2019. The respondent (proposer) is solely responsible for ensuring that his or her proposal arrives in the Town Manager's Office by the date/time deadline set forth in this RFP.

2. Address for Submitting Proposals

Please address the envelope containing your proposal to Brian S. Thrower, Town Manager, with the title "*Proposal for Professional Planning Services - Comprehensive Plan Update*" labeled on the outside of the envelope.

If you hand deliver your proposal, then please use the following street address:

Brian S. Thrower
Town Manager's Office
911 S. Church Street
Smithfield, VA 23430

If you mail your proposal, then please use the following address:

Brian S. Thrower
Town Manager
Post Office Box 246
Smithfield, VA 23431

Please Note: Your proposal must include the cover sheet to the RFP.

3. Number of Copies to Submit

Please submit at least five copies of your proposal.

4. Expense for Preparing Proposals

The Town is not responsible for any expenses incurred by the respondents to this RFP in preparing and submitting a proposal.

5. Questions Pertaining to this RFP

Please direct all questions and inquiries to John Settle, Director of Community Development and Planning, at (757) 365-4200 or jsettle@smithfieldva.gov.

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6. *Town's Right to Reject Proposals*

The Town of Smithfield has the sole right to reject any or all of the proposals it receives in response to this RFP.

Section 5. Evaluation of Proposals

The Town will evaluate the proposals using the following:

1. Proposer's experience, expertise, and performance in providing similar or related services.
2. Qualifications and experience of the key personnel that the proposer intends to assign to this work.
3. Proposer's overall suitability to provide the services set forth in this RFP in a timely manner and within budget constraints.
4. Estimated total cost to provide services, including the hourly rate structure for each individual of the firm to be assigned to the project by name and position/title, as well as other direct costs not included in hourly rates.

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